

PART V

DEFENSE REUTILIZATION AND MARKETING OFFICE

MISSION: As the DLA representative and technical authority on disposal matters within the assigned geographical area, administers property disposal service operations including receipt, control and preparation of disposable property for reutilization, donation, sale or other disposition in support of the Military Services, other federal agencies, contractors and authorized customers. Promotes and assists in the establishment and maintenance of viable, effective precious metals recovery, reutilization and recyclable materials programs within the respective geographical area of responsibility of the DRMO.

Notes:

1. The organizational structure depicted on page V-9 of this chapter represents the ultimate Central DRMO structure. Changes to the size and configuration of this structure to accommodate the smaller DRMOs will be accomplished according to criteria prescribed by Part I of this publication. Adjustments will be made according to the patterns for consolidating elements shown on page V-10. The final adjustment to accommodate the smallest DRMOs will result in a single-celled structure.
2. A Satellite is a branch of the Central DRMO with permanently assigned personnel located at a site geographically apart from, but organizationally assigned to, the Central DRMO. With the exception of two satellites that are designated centralized DEMIL sites, satellites are subordinate activities and will perform the functions outlined on page V-8. The centralized DEMIL satellites report directly to the Zone Manager and perform the DEMIL Coordinator and DEMIL Branch functions on pages V-1 and V-3, respectively, in addition to satellite functions.

1100 OFFICE OF THE CHIEF

FUNCTIONS:

1. Directs and manages the operation of the Central/Satellite DRMO(s). Provides overall guidance and oversight to Satellite DRMOs within the Central DRMO's jurisdiction.
2. Administers the DRMS property accountability program at the DRMO and ensures that accountable records are maintained for all disposable assets within the DRMO.

DEMIL Coordinator:

1. Maintains liaison with generators and advises on DRMS requirements for identifying and reporting excess MLI/CCLI to the DRMO for disposal. Centralized DEMIL Centers only: Coordinates with feeder DRMOs to resolve discrepancies related to the transfer of MLI/CCLI to the DRMO for accomplishment of demilitarization and disposal.
2. Oversees MLI/CCLI inventories to ensure that there is a complete audit trail and that timely demilitarization is accomplished either at the DEMIL Center or by condition of sale.
3. Ensures compliance with DoD/DLA/DRMS directives/instructions related to management of MLI/CCLI.
4. Provides technical guidance on MLI/CCLI identification and processing to all DRMO personnel.
5. Conducts annual refresher DEMIL training and ensures DRMO compliance with the DRMS Corporate Training Plan as it pertains to DEMIL.
6. Reviews surveillance plans for DEMIL as a condition of sale from feeder DRMOs and/or assists in the development of surveillance plans to ensure adequate demilitarization and oversight is included.
7. Initiates DEMIL code challenges via the Challenge Program.

Property Accounting System Administrator:

1. Monitors and maintains the Property Accounting System (currently known as "DAISY"). Makes all required adjustments and corrections to the DRMO inventory and assists all employees with training and technical advice on Property Accounting System functions.
2. Oversees the filing of source documents to maintain an audit trail for the accountability of all disposal property from receipt until final disposition.

Note: DRMO Letterkenny (for all Eastern DRMOs) and DRMO Kirtland (for all Western DRMOs) will receive, stock, maintain stock records, repair and process requests for precious metals recovery equipment and supplies.

FUNCTIONS:

1. Performs functions in Annexes A and B.
2. Participates in the development and maintenance of ISAs, MOAs, or MOUs, as appropriate.
3. Develops, in coordination with the host installation, necessary support requirements to implement Safety, Occupational Health, Fire Prevention Programs, Radiological Protection and Environmental Protection Programs.
4. Determines requirements for requisitions and procures and controls the distribution of expendable/nonexpendable supplies and equipment.
5. Develops, implements and monitors compliance/quality assurance procedures.
6. Maintains control over expenditure of operating funds, audits, and verifies claims for reimbursement of costs.
7. Prepares and submits material for historical reports, news items, major accomplishments. Monitors personnel awards and special recognition and beneficial suggestion programs.
8. Maintains appropriate records of operating equipment issued to the DRMO.
9. Monitors adherence to security regulations.
10. Provides system administration and end-user support.
11. Provides backup for temporary vacancies and/or long term absences of Zone and DRMO positions.

1120 ENVIRONMENTAL BRANCH (_B)**FUNCTIONS:**

1. Performs pre-receiving/receiving functions for the DRMO on all hazardous property. Maintains liaison with and advises the generators on DRMS requirements for identification and packaging for DRMO receiving. Determines hazardous nature of excess property and assures that property is properly identified and packaged.
2. Maintains cognizance of current and correct hazardous property inventories.
3. Administers compatible storage procedures for hazardous property.
4. Maintains technical control over the DRMO's storage and processing of hazardous materials/waste.
5. Acts as Emergency Spill Coordinator for spills at the DRMO.
6. Provides liaison in matters relating to DLA hazardous property disposal mission.

7. Ensures compliance with DoD/DLA/DRMS directives/instructions and state and federal regulations pertaining to the DLA Hazardous Property Disposal Mission.
8. Acts as the COR for disposal contracts. Prepares delivery orders, certifies the Uniform Hazardous Waste Manifest, and ensures contractor compliance.
9. Initiates environmental reports/plans/records and ensures consistency of plans with host Hazardous Waste Management Plan, Spill Contingency Plan and ISAs.
10. Provides environmental technical guidance to all DRMO personnel.
11. Coordinates environmental policies and directives with host personnel, customers, generating activities and local environmental personnel.

Note: When this branch has not been authorized for a DRMO that employs an Environmental Specialist, the Environmental Specialist will be assigned to the Office of the Chief and will be responsible for functions 2-11 above. Function No. 1 will be performed by property management personnel, but the Environmental Specialist will monitor the pre-receiving efforts.

1130 DEMIL BRANCH (_L) (authorized at Centralized DEMIL sites only)

FUNCTIONS:

1. Accomplishes pre-receiving/receiving of MLI/CCLI with generators and feeder DRMOs.
2. Reviews DEMIL coding assigned to receipts to ensure that it is correct. Initiates challenges of DEMIL coding suspected to be erroneous through the DRMS Property Accounting System.
3. Coordinates internally within the DRMO to ensure that MLI/CCLI is warehoused in accordance with established criteria for MLI/CCLI storage.
4. Accesses DEMIL Code Change Notices on a daily basis, and initiates action consistent with the nature of the change in DEMIL coding.
5. Coordinates with the Property Management Branch to ensure that reutilization, transfer, donation, sale, and ultimate disposal of MLI/CCLI complies with DEMIL directives and instructions.
6. Accomplishes demilitarization of MLI requiring DEMIL, including certification and verification of DEMIL completion.
7. Coordinates and reviews DEMIL surveillance plans for demilitarization that will be accomplished as a condition of sale either on-site or off-site for feeder DRMOs.

Note: At the time of publication, a few DRMOs had been restructured with an Operations Branch (DRMO-_O) replacing/merging the Property Management and Distribution Branches. Where such restructuring has occurred, functions included in sections 1140 and 1150 are all performed in the Operations Branch and its Receiving, Scrap, and Warehousing sub-elements.

FUNCTIONS:

1. Provides supervision and procedural direction for receiving, storing, issuing, scrap, and precious metals recovery operations at the DRMO.
2. Controls/dispatches vehicles, material handling equipment and other motorized equipment required for DRMO operations.
3. Develops and maintains space layout plans.
4. Directs proper receipt and warehouse location input to the DRMS Property Accounting System.
5. Promotes the DoD Precious Metals Recovery Program (PMRP) to DoD activities and other Federal agencies.

1141 RECEIVING SECTION (_PR) (where authorized)

FUNCTIONS:

1. Accomplishes receipt, physical inspection and classification of all property except property received as scrap.
2. Receives and processes property in place at the generator's location per the terms and conditions of a MOA between the generator and the DRMO.
3. Inputs property location to the Property Accounting System to clear the suspended records awaiting a warehouse location.
4. Downgrades usable property to scrap according to applicable regulations.
5. Identifies items turned in as to precious metal content, hazardous material or other special handling characteristics.
6. Exercises property acceptance/refusal authority.
7. Maintains liaison with generating activities to establish turn-in schedules.
8. Inputs correct information into the Property Accounting System to establish receipt to "DAISY" records.

1142 WAREHOUSING SECTION (_PW) (where authorized)

FUNCTIONS:

1. Locates, stores, safeguards and issues all property other than operating supplies and equipment as directed.
2. Performs location surveys and physical inventories as required.
3. Develops and maintains space layout plans.
4. Assures property is not removed pending reutilization, recoupment, reclamation, demilitarization or other management action.
5. Maintains a locator system for all property received by the DRMO ensuring proper use of all available storage areas.
6. Prepares and ships property, as appropriate, to centralized demil, demanufacturing, and precious metals recovery sites.

1143 SCRAP SECTION (_PS) (where authorized)

FUNCTIONS:

1. Operates scrapyards to include receipt, segregation, and classification.
2. Prepares and ships property as appropriate to centralized demilitarization, demanufacturing, or precious metals recovery sites, when applicable.
3. Stores, safeguards and issues all property as directed.
4. Safeguards critical and strategic material and precious metals.
5. Conducts inspections of sanitary fills and advises generating activities of non-compliance with regulations for segregation and disposal of salable property.
6. Exercises property acceptance/refusal authority.
7. Maintains liaison with generating activities to establish turn-in schedules and proper segregation.
8. Establishes the receipt record of scrap, adjustments to scrap record, abandonment/destruction and other scrap transactions in the DRMS Property Accounting Program.

1150 DISTRIBUTION BRANCH (R)

1. Promotes maximum reuse of property through contact with potential customers.

2. Evaluates and provides marketing information and/or documents answering questions or freedom of information inquiries received from private individuals/organizations, buyers/potential buyers, or government agencies; including bidder application forms.
3. Conducts market research to analyze commercial local area markets and trends; determines property market values; identifies potential markets, buyers and redistribution methods; develops operating plans; and determines/provides requirements applicable to property being offered for distribution.
4. Allocates nonreportable property on the basis of priority and need according to prescribed criteria.
5. Resolves, through close coordination with local GSA Area Utilization Officer and GSA Region, any question involving the priority between civil agency redistribution requests and/or donation requests.
6. Maintains a Want List of items required by local customers. Periodically reviews this Want List against assets within the DRMO.
7. Provides escort service for potential customers.
8. Prepares necessary documents to transfer precious metals and donated items to designated activities.
9. Administers the advertising and promotional aspects of DRMO redistribution operations.
10. Performs local sales planning and scheduling.
11. Develops, prepares and distributes IFBs, flyers and amendments for local sales.
12. Evaluates sale requirements and directs disposition of property having no commercial local market value/demand or which cannot cost effectively be sold; includes maintaining historical information on local sales and operating costs.
13. Performs as SCO to conduct local public sales, evaluate bids and execute contracts awarding surplus/foreign excess surplus personal property to buyers.
14. Executes, administers and maintains technical control over all DRMO local sales contracts.
15. Provides terms, conditions, general information and instructions for each local sale IFB/sales contract and property referred for national sales.
16. Prepares and submits requests to higher authority for approval of proposed negotiated sales.
17. Evaluates and directs resolution of local sale contract claims, irregularities and operational questions referred from buyers, private individuals/organizations and government agencies. Collaborates with Office of Counsel for legal opinions on contract modifications and local sale contract claims, disputes and operational problems.

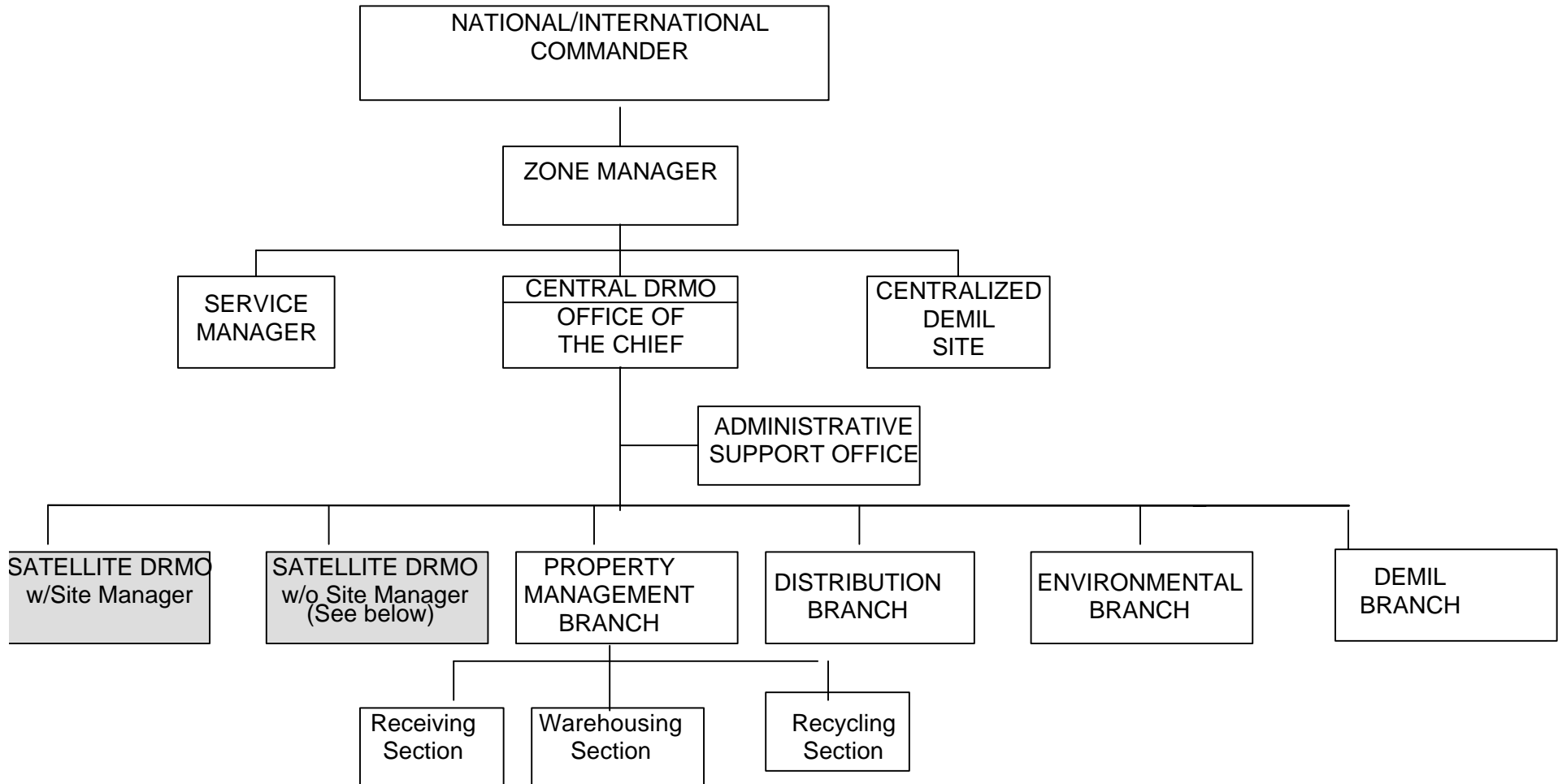
18. Evaluates and approves/disapproves requests for withdrawal of cataloged local sale items. Actions exceeding DRMO approval authority are forwarded to higher authority.
19. Maintains and controls financial accounting over all payments or other moneys owed the U.S. Government as the result of sale contracts resulting from the public sale of personal property; includes providing security for all moneys received.
20. Prepares vouchers and documents for the disposition of funds to appropriate financial accounts or refunding money to resolve local sale contract claims.
21. Maintains financial accounts receivable records, prepares billing documents, and collects moneys owed as the result of local sales contract requirements. Prepares necessary reports/documents and transfers uncollectible sales contract debts to the DRMS Comptroller (DRMS-TR).
22. Performs analyses and reconciliation of local sales contract records, reports and supporting documents; initiates adjustment actions as necessary.
23. Collaborates with criminal investigations involving property sold by the DRMO; includes providing documents and information.
24. Operates retail sale store when type of property and local market permit.
25. Initiates action to obtain required pre-sale clearances.
26. Prepares property for national sale and reports it to the national sales point of contact in the DRMS Marketing Office.
27. Administers DRMO marketing ADP input/output processing requirements. Performs data transcribing to update, change and maintain all ADP files and records with sale information; includes maintaining local sale bidders list and bidder participation records.
28. Performs as COR for National Sales SCOs to monitor/administer national sale contract performance requirements. Provides information to the national sales point of contact in the DRMS Marketing Office for delivery problems, claims, waivers and disputes and responds as directed by the SCO.
29. Provides marketing technical assistance and guidance to property generators for sale/property removal requirements and establishes generator responsibilities for the sale of property not in physical custody of the DRMO.
30. Collaborates with DoD, Federal, state or local agencies or foreign government's agencies to develop operating plans and requirements for DRMO marketing services, information and/or sale of property including on-site visits and documenting all requirements, terms and conditions for all sales. Coordinates actions beyond DRMO authority with higher authority.
31. Assists in the resolution of sale contract performance problems involving TSC requirements.
32. Conducts, through DAISY and the DRMS Web Site, interrogations as requested by authorized customers.

1160 SATELLITE DRMO (organization code varies by site)

1. Receives, inspects, segregates and classifies all property, including scrap and hazardous property, turned in by generating activities.
2. Receives and processes property in place at the generator's location per the terms and conditions of MOA between the generator and the DRMO.
3. Challenges or verifies supply condition code and demilitarization requirements on questionable property.
4. Identifies items turned in as to precious metal content, hazardous material, or other special handling characteristics.
5. Prepares and ships property, as appropriate, to centralized demil, demanufacturing, or precious metals recovery sites.
6. Locates, stores, safeguards, and issues all property and scrap as directed (excludes operating supplies and equipment).
7. Ensures proper utilization of available storage areas.
8. Establishes receipt record in the DRMS Property Accounting System (DAISY).
9. Inspects and prepares item descriptions for sales referral property, recommends special terms and conditions of sales, and reports items ready for sale to the DRMO.
10. Promotes maximum reutilization of declared excess and surplus property.
11. Provides escort service to potential customers.
12. Controls all vehicles, material handling equipment, and other motorized equipment required by the Satellite and maintains appropriate operating records.
13. Develops and maintains space layout plans.
14. Performs location surveys and physical inventories as required.
15. Safeguards critical and strategic material and precious metals.
16. Conducts inspections of sanitary fills and advises generating activities of non-compliance with regulations for segregation and disposal of salable property.
17. Verifies claims of reimbursable costs incurred by the Satellite.

Note: Refer to specific Property Management, Distribution, Environmental, and DEMIL Branch functions outlined in the "Central DRMO" section for each branch established at a Satellite DRMO.

DRMO REPORTING LINES AND CONSOLIDATION OF ELEMENTS



REPORTING LINES: Lines of reporting/supervision are illustrated above. As shown, Service Managers, Central DRMOs, and Centralized DEMIL Sites (whether Central or Satellite) report to the Zone Manager. If a Satellite DRMO employs a Site Manager, all Satellite employees report to the Site Manager. At a Satellite without a Site Manager, the employees report to the appropriate Branch Chief for their functional area at the Central DRMO. For example, a Satellite warehouseman reports to the Central Property Management Branch Chief. If the Central site is single celled (without branches), Satellite employees report directly to the Central DRMO Chief.

CONSOLIDATION OF ELEMENTS:

Administrative Support Office: Organizational element will either “stand alone” or be elevated to Office of the Chief.

Property Management Branch (PMB): Receiving, warehousing, and recycling functions may all be consolidated in the PMB without sections or combined into any two managerially sound combinations.

Environmental Branch: Organizational element will either “stand alone” or the Environmental Specialist(s) will be elevated to the Office of the Chief and the Property Handlers (WG) assigned to the Operations Branch.

DEMIL Branch: This branch is only authorized at Centralized DEMIL sites. At all other sites, DEMIL functions will reside in the Property Management Branch.